

Enrollment and Student Services Council
August 18, 2022
Meeting Minutes

Attendees: N. Arnone, A. Auldridge, J. Bachtell, C. Baer, V. Beache, K. Crawford, Dr. D'Ambrisi, C. Fentress, V. Gratton, K. Hammond, B. Kirkpatrick, S. Lietuvnikas, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, Dr. Poole, A. Preston, C. Ranalli, Dr. Renninger, Dr. Scheetz, D. Schoenenberger, E. Schwartz, T. Shank, Dr. Soeffker-Culicerto, T. Thorn, Dr. Warner, S. Willard

Excused: D. Bittorf, J. Burnet, Dr. Hendrickson, M. Martin, R. Rohan, J. Seiler

Minutes submitted by T. Nedimyer

1. **August 4th minutes review/approval**

The August 4th ESSC meeting minutes were approved as written.

2. **Technology discussion related to enrollment & retention**

S. Lietuvnikas updated the group that Ad Astra meetings continue on a weekly basis, and noted the previous meeting was used to go over Final Exam Schedules and continue adding scheduling preference sets/rules. S. Lietuvnikas further stated the next Ad Astra meeting will cover events/event scheduling. D. Schoenenberger noted that rooms that are grant funded need to be documented as PALS rooms, and stated that she will send an email to S. Lietuvnikas so they can be identified within Ad Astra. S. Lietuvnikas informed the group that Retention Alert has been fully implemented, and noted that permissions have been added so all employees/faculty are able to submit cases. S. Lietuvnikas also noted that the subroutine for Retention Alert is now working as intended. S. Lietuvnikas briefly updated the group that the ConexED kiosk issues mentioned at the previous ESSC meeting are still being worked on at this time. A. Auldridge stated despite the kiosk issues we are experiencing at this time, students have been able to login to the kiosks. Dr. Scheetz added that the Financial Aid Office should hopefully be able to start letting students use the kiosks to schedule their own appointments sometime in the fall. Dr. Warner inquired when will faculty start using ConexED? C. Fentress stated its possible that faculty may start using ConexED a few weeks after the start of the fall semester. S. Lietuvnikas updated the group that Quottly integration is now complete, and noted the first CSV file from Allegany College has been uploaded. S. Lietuvnikas further stated that C. Baer is going through each college that we have agreements with and sending updated CSV files as necessary.

3. **Summer & Fall Enrollment**

T. Shank updated the group that Con-Ed enrollment numbers for fall look strong, and noted Workforce Sequence Scholarships and GEERS Scholarships are still being awarded to students at this time. T. Shank also updated the group that things at the prison are starting to get back on track post-pandemic, but noted we have less programs being offered at the prison now than we did pre-pandemic. T. Shank further stated that she is also having difficulties in hiring instructors to teach at the prison.

D. Schoenenberger briefly updated the group that Adult-Ed will soon be running an English class with Caldwell Manufacturing, and noted that a similar arrangement may soon be made with McDonalds. D. Schoenenberger also noted that she is working on setting up classes with WCPS.

K. Crawford updated the group that fall enrollment has slowed down over the last two weeks, and noted enrollment numbers are not keeping pace with enrollment numbers from last year at this

time. K. Crawford further stated he is unsure why fall enrollment has slowed down over the last two weeks as advertising and outreach efforts are still being made. A. Auldridge updated the group that she has a few openings available to meet with students at this time, and noted that registration walk-in days have been scheduled for the last few weeks in August. Dr. Ohl-Gigliotti updated the group that she is currently looking into the possibility of setting up Instant Admit Days for new students to fast track the application/registration process. Dr. Ohl-Gigliotti also updated the group that the Edamerica outreach has been going well, and noted she will share data with the group once it has been put together. Additionally, Dr. Ohl-Gigliotti shared what fall enrollment numbers for surrounding colleges look like at this time, and noted most other schools are showing positive enrollment numbers. Dr. Ohl-Gigliotti further stated that she believes these surrounding colleges are not actively deregistering students at this time.

4. **QR Codes for Registration or other areas as a Walk-In Apt**

Tabled

5. **Retention Alert Access Update**

S. Lietuvnikas updated the group that permissions have been added so all employees/faculty are able to submit cases through Retention Alert. Dr. Ohl-Gigliotti inquired if/when Retention Alert trainings will be set up for employees/faculty. A. Auldridge stated once fall registration winds down, she can set up Retention Alert trainings with employees/faculty. A. Auldridge further stated she has already done Retention Alert training with D. Schoenenberger's PALS team, and noted the training only took about ten minutes.

6. **ConexEd – Preview**

Auldridge provided the group with a brief overview of ConexED by showing the group how students can schedule appointments, chat with Retention Specialists, and how end users can look up student meeting history and review meeting notes.

7. **Legislation – Credit for Prior Learning update**

Dr. Warner informed the group that we must have a policy for awarding academic credit for a minimum score of a 3 on AP examinations, and a minimum score of 50 on CLEP examinations by early October. C. Baer stated that we have been accepting scores of 3 on AP examinations and scores of 50 on CLEP examinations for a while, and noted we already have a policy in the catalog.

8. **Other agenda items**

N/A

Future Meetings

Next ESSC Recruitment & Retention Meeting: September 1

cc: Dr. Klauber, V. Ippolito